

REDBOURN PARISH COUNCIL

Redbourn Parish Centre, The Park,
REDBOURN, Hertfordshire, AL3 7LR
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6th September 2017

Councillors A Gardner (Chair), D Mitchell (Vice Chair), I Caldwell, M Maynard, R Gray, I Hickmott and V Mead, you are hereby summoned to attend a meeting of the **Management & Communications Committee** on **TUESDAY 12th SEPTEMBER 2017** at **10.00 am** in the **Conference Room, Parish Centre**

A handwritten signature in black ink, appearing to read 'Nish Khanna'.

Nish Khanna
Clerk to the Council

AGENDA

1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

2. DECLARATION OF INTEREST

Members are reminded to make any declarations of disclosable pecuniary and/or personal interests that they may have in relation to items on the Agenda. You should declare at this part of the meeting or when it becomes apparent your interest by stating:

- A. the item you have the interest in
- B. whether it is a disclosable pecuniary interest and the nature of the interest, whereupon you will not participate in the discussion or vote on that matter, unless dispensation has been requested and granted
- C. whether it is a personal interest and the nature of the interest

Members are also reminded of their obligation to report any amendment to their Register of Interests to the Clerk as soon as it becomes apparent.

Declarations:

Cllr Caldwell – Nickey Line, Redbourn Village Online

Cllr Maynard – Redbourn Museum

Cllr Mead – Redbourn Youth Club, Redbourn Museum

3. PUBLIC PARTICIPATION

4. MINUTES OF PREVIOUS MEETING

To approve the record of the previous meeting scheduled 11th July 2017

5. ACTIONS ARISING FROM THE PREVIOUS MINUTES NOT ON THE AGENDA

6. MATTERS TO REPORT

Members are invited to notify the Chairman of matters for report which they wish to be discussed at the end of the meeting. In so doing, the Member(s)/Officer(s) concerned must state the special circumstances which they consider justifies the matter being raised as a matter of urgency. The Chairman will decide whether the item(s) raised shall be considered under Matters for Report

7. FINANCE

1. To receive the latest Management and Communications finance reports.

8. PARISH CENTRE MANAGEMENT

1. **Review Parish Centre Usage**
 - a. To receive reports on usage of the Parish Centre and hirer feedback.
 - b. To receive a request to use the Parish Centre for the annual Xmas tea party
 - c. To receive a request to use the Parish Centre for the Kitchen Front sessions

9. PARISH COUNCIL MANAGEMENT

1. To receive an update on office / staff / appraisals
2. To receive an update on the Parish Store repairs
3. To receive an update on the museum damp repairs
4. To receive an update on the important document scanning project
5. To receive an update on the Council's insurance cover
6. To receive the revised preferred supplier policy

10. COMMUNICATIONS

To receive an update on the following:

1. Noticeboards
2. Website
3. Newsletter
4. Social Media

11. MATTERS TO REPORT

For discussion only.

12. DATE OF THE NEXT MEETING

Tuesday 10th October 2017, 10am, Conference Room, Parish Centre.